

POSITION: Infrastructure Planning Technician
DEPARTMENT: Office of Public Works & Utilities

Summary

Position will assist the Assistant City Engineer for Infrastructure Planning and GIS Technician with running infrastructure computer models and maintaining GIS data, along with various related office duties and other work as assigned. This is a full-time, salaried, non-exempt position.

Qualifications

A valid Indiana driver's license or the ability to obtain a Indiana driver's license is required. Associate or Bachelors degree or comparable experience is mandatory with course work or experience in some of the following areas:

- Engineering modeling
- GIS and GPS concepts and related fields
- Sewer system design concepts
- Water system design concepts
- Transportation system design concepts
- Microsoft Office experience
- Principles and practices of surveying

Job Detail

As a computer modeling assistant, the Infrastructure Planning Technician will use AutoCAD, WaterCAD, XPSWMM and similar programs to simulate conditions in the various infrastructure systems. As a GIS assistant, the position will use ESRI ArcGIS tools, AutoCAD, Microsoft Office, and GPS tools to collect various infrastructure data as well as update related infrastructure inventories. Various hardware and software will be used to generate drafts, plot maps, and create reports related to infrastructure management. The Infrastructure Planning Technician will also process city permit applications and answer questions and complaints of the general public in person or over the telephone. Ability to work independently on multiple tasks, explain technical concepts and communicate effectively in print or verbally is required. Additional skills required to perform daily tasks: read, write, interpret, and verbally explain or demonstrate work instructions; logical or scientific thinking to solve problems; perform arithmetic, algebraic, and geometric calculations; participate in public meetings.

Working Conditions

Incumbent is required to work outside in all kinds of weather, is exposed to potential dangers of traffic, deep excavations, health and safety hazards of using various tools and equipment, as well as potential hazards of working around heavy equipment. Incumbent is walking, bending, standing, stooping, crouching, pushing, and pulling daily. Incumbent must be able to lift objects (30 lbs. minimum) when performing some duties. Operation of various tools and equipment will require extreme concentration and considerable use of dexterity.

Other Information

Benefits include 11 paid holidays, vacation, sick & personal leave, retirement & disability plans and health, dental, vision and life insurances. The City of Elkhart is a Drug Free workplace. Therefore, a post offer, pre-employment drug screen is required.

Contact Information

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